

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Youth Resources Manager	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 33

**Definition:** The Youth Resources Manager (YRM) position will be responsible for providing a City-wide focus for youth programs and services. This position serves as a resource and focal point for both City and community youth services providers to ensure a comprehensive and coordinated delivery of youth-related programs, services and facilities.

**Distinguishing Characteristics:** The Youth Resources Manager position will be located in the City Manager's Office and receives general direction from the Assistant City Manager or his/her designee.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plan, develop, monitor and update the Youth Action Plan or another comprehensive strategic plan in youth services.
2. Serve as liaison between City departments and community youth-oriented nonprofit organizations (i.e., schools, counseling, employment, child care, health care, financial assistance, intervention programs, legal advice, hotlines, shelters and transportation) in regard to youth programs, services and facilities.
3. Develop and maintain effective working relationships with community organizations via regular interaction with youth services providers.
4. Evaluate the status of existing youth programs and services offered by the City, map the existing resources to determine needs and provide a focal point for the development, implementation and assessment.
5. Encourage collaboration and partnerships among various organizations.
6. Research fund development opportunities and write grant proposals.
7. Work with other departments to track goals and objectives, prepare progress reports and maintain records necessary to preserve the integrity of grants and/or other outside funds received.
8. Represent the City in the community and at professional meetings as required (i.e., CHAC, Challenge Team, Healthy Ventures, CCCC). May serve as liaison and staff to Council Youth Ad Hoc Committee and intermediate- and high-school youth advisory groups.

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9. Assemble and analyze information, prepare reports and make public presentations to the City Council, City departments, Council-appointed commissions or committees, the public and the media.
10. Assist with the development and communication of youth services to the Mountain View community (may include creation of a youth resource guide, web site link, *The View*, etc.).
11. May train and supervise volunteers/hourly staff.
12. May coordinate City's child-care efforts, including liaison with the child-care center grantor and seeking continuing grant funding for low-income families.
13. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: General municipal government operations, budgeting and fund procedures, grant development and techniques; contemporary methods, techniques, principles and procedures used in the development of youth programs, services and facilities; and principles and practices of strategic planning.

Ability to: Assess community needs and develop and/or identify existing programs, services and facilities to address identified needs; coordinate programs and policies with other City staff, Council, commissions/City committees, nonprofit organizations, local businesses and the community. Ability to prepare and administer a budget; communicate effectively orally and in writing; select, train, motivate and evaluate personnel and volunteers.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A bachelor's degree from an accredited college/university with major emphasis in child development, psychology, recreation, sociology, communication studies, administration of justice or a related field and three to five years of increasingly responsible experience. A master's degree in a directly related field may be substituted for one year of the required experience.

**Required Licenses or Certificates:** A valid California driver's license, negative TB test and fingerprints on file.

Established December 2001

Revised June 28, 2007

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